

Manelu hereby submits the following plan to comply with the Guam Department of Public Health and Social Services (DPHSS) Guidance and Minimum Pandemic Workplace Operational Requirements. Manelu will ensure all staff understand all guidelines mentioned below.

## OFFICE GUIDELINES

*Office Guidelines* outlines the measurements and steps Manelu has taken to ensure the safety of its employees and visitors during the Government of Guam response to COVID-19.

### Daily Operation

- Offices will be open from 8am to 5pm by appointment only (appointments are made online or over the phone). The first hour and last hour of the day will be closed to clients and visitors to ensure the office is clean and sanitized following [CDC cleaning and disinfecting your facility guidelines](#).
- Personal Protective Equipment – Face masks are required to be worn at all times by staff, clients and visitors. Disposable face masks are for single use only. Cloth face masks should be properly washed and dried after each use according to [CDC guidelines](#).
- Hand hygiene – It is strongly recommended that all staff regularly practice [CDC handwashing guidelines](#). Handwashing is the preferred form of hand hygiene for all staff. Hand sanitizer and disinfectant wipes will be provided to all staff at their workstations and common areas. Disposable gloves will also be available.
- There will only be one point of entry for each office. Identified staff will conduct screening of all visitors and clients who enter the facility. Screenings include temperature check and hand sanitation.
- Social distancing – All staff, clients and visitors are required to follow [CDC social distancing guidelines](#).
- All desks will be spaced a minimum of 6 feet apart.
- Staff desks that will have plexiglass barriers/sneeze guards that are 3'H x 3'W. Staff will sanitize desks and items on desk regularly and between each client.
- The following surfaces will be actively kept cleaned and sanitized during work hours using a disinfectant cleaner:
  - All workstation desktop and countertop surfaces
  - Door handles
  - Light switches
  - Printer handles and buttons
  - Office chairs
  - Faucets
- Staff who start to feel unwell while at the office will be sent home.
- Sick staff shall not report to the office and will notify their Direct Supervisor by phone or email. Sick staff shall not return until CDC criteria are met.
- All visitors must not be symptomatic as outlined in CDC guidelines
- Clients/visitors must not have been in close proximity to someone who has contracted the virus.
- Clients/visitors must not have, in the 14 days preceding their appointment, traveled off-island.
- Each appointment is limited to 1 person per appointment.
- Clients/visitors will check in for their appointment using a QR code which will record their name, date and time they arrive and who they will be seeing.
- Physical contact greetings are not allowed.
- Office entry safety requirements will be posted at the office point of entry.
  - Protective face coverings are required for entry.
  - Please sanitize your hands upon entering and keep at least 6 feet from others while visiting us.

- Avoid touching surfaces unnecessarily.
- STOP! Do not enter if you have any of these symptoms: fever, cough, shortness of breath, chills, muscle pain, sore throat or new loss of taste or smell.

## OFF-SITE GUIDELINES

*Off-site Guidelines* outlines the measurements and steps Manelu has taken to ensure the safety of its employees and clients during the Government of Guam response to COVID-19 when providing services off-site. Virtual meetings and workshops are preferred.

- Off-site meetings and workshop attendance numbers will be based on requirements set by the Government of Guam.
- Personal Protective Equipment – Face masks are required to be worn at all times and will be provided to all staff. Disposable face masks are for single use only. Cloth face masks should be properly washed and dried after each use according to [CDC guidelines](#). Face shields should be used when sustained close contact with other people is expected. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.
- Hand hygiene – It is strongly recommended that all staff regularly practice [CDC handwashing guidelines](#). Handwashing is the preferred form of hand hygiene for all staff. All staff will be provided with hand sanitizers when going out in the field. Hand sanitizers shall be regularly used while in the field. All Mañe'lu vehicles will be equipped with hand sanitizers and other disinfecting and sanitizing supplies. Upon returning from the field, all vehicle interior surfaces shall be cleaned after each use.
- Social distancing – All staff members are required to follow [CDC social distancing guidelines](#).
- Equipment – Laptops and any other shared equipment will be cleaned after each use by staff. All equipment used during off-site activities must be sanitized before leaving the field.
- Supplies – Supplies used during off-site activities must not be shared between clients and/or staff. Staff are required to separate used and unused supplies in marked containers. All reusable supplies must be sanitized before leaving the field.
- Disinfection/Sanitation – Protective measures will be completed by staff daily and will follow [CDC cleaning and disinfecting your facility guidelines](#).